



**HUMAN RESOURCES
DEPARTMENT**
City of Burlington

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To: Board of Finance

From: Susan Leonard, Human Resources Director

Date: July 6, 2012

Re: Step Placement – Carina Driscoll, Assistant to the Mayor for Open Government, Innovation and Mayoral Initiatives

Mayor Weinberger has requested that Carina Driscoll, appointee for the position of Assistant to the Mayor for Open Government, Innovation and Mayoral Initiatives, be considered for placement at step 5 of the modified Willis classification system. This request is pursuant to Burlington Comprehensive Personnel Policy, section 5.4 Compensation Plan, subsection A. Placement, which states: "To the extent that previous relevant experience equals or exceeds the necessary knowledge and skills, job duties and responsibilities of the position being sought, those specific and relevant years of experience (less the minimum number of years of experience required in the position description) may be converted to additional steps at a 2:1 ratio, up to a maximum of step seven (7)".

The qualifications for the position require a minimum of two years of experience in the public sector or with a non-profit organization, and a bachelor's degree. Ms. Driscoll has thirteen years of professional experience in public and private settings, eleven years of which include experience in government, public and non-profit agencies. Ms. Driscoll holds a Bachelor of Arts degree in Political Science/Sociology. Given Ms. Driscoll's wealth of experience beyond the minimum qualifications for the position, I respectfully recommend support of Mayor Weinberger's request for placement at step 5 of grade 20, equaling an annual FY13 salary of \$63,525.

This step placement for Carina Driscoll will be effective following Board of Finance approval.

Thank you.

City of Burlington

Job Description

Position Title: Assistant to the Mayor for Open Government, Innovation and Mayoral Initiatives

Department: Mayor Office

Reports to: Mayor

Pay Grade: 20

Job Code: 308

Exempt/Non-Exempt: Exempt

Union: N/A

General Purpose: This position will engage with City departments, organizations, citizens and special interest groups to identify implement and execute Mayoral innovation and initiatives. This position is responsible for liaising with City Departments to articulate the Mayor's vision, and coordinate the necessary meetings and work on City projects and program initiatives. This position is responsible for liaising with city unions and union-represented employees. This position will engage with organizations, citizens and special interest groups as necessitated by the Mayor's priorities for engagement on public issues and Mayoral initiatives. This position is a political appointment and the person filling this position serves at the pleasure of and reports directly to the Mayor.

Essential Job Functions: This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.

Essential Functions:

- Assist the Mayor in identifying and implementing open government policies and practices within the Mayor's office and throughout City departments.
- Assist the Mayor in formulating and implementing innovative policies, programs and projects.
- Assist the Mayor in identifying and implementing program objectives.
- Coordinate programs and/or projects requiring the participation of more than one City department.
- Confer with organizations, citizens, or special interest groups on the Mayor's behalf to provide information and feedback, and to respond to specific concerns/issues of such groups or individuals.
- Assist the Mayor in coordinating partnerships with institutions of public good, including schools, universities and colleges, hospitals and health centers.
- Facilitate open and positive relationships and open communication between the Unions and the Mayor's office.

- Coordinate with Mayor's Office Office Assistant II position to ensure timely response to complaints from citizens.
- Attend public and City meetings related to Mayoral projects in the Mayor's absence as needed.
- Supervise interns, work-study students and other personnel on a project basis.

Non-Essential Job Functions:

Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's Degree in Public administration, political science, communications, or related field. Equivalent training and experience may be substituted for education.
- Minimum of two (2) years experience in the public sector of with a non-profit organization demonstrating proven ability in above areas required.
- Demonstrated excellent verbal and written communications skills; ability to represent City in situation which requires public speaking.
- Demonstrated knowledge of municipal government management under the direction of an elected official.
- Demonstrated knowledge of public relations practice. Ability to establish and maintain effective public relations.
- Ability to coordinate efforts of several City departments and to facilitate operations of inter-departmental programs and projects.
- Evenings and weekends may be required.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

Supervision:

Directly Supervises: ____

Indirectly Supervises: ____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

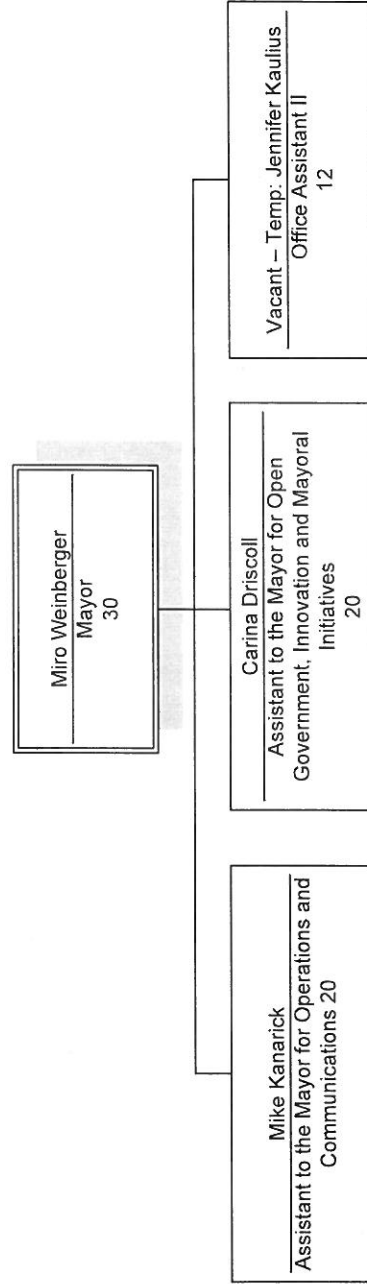
Human Resources: _____ Date: _____

Projects Manager for Mayoral Initiatives DRAFT

June 4, 2012

Page 2 of 2

City of Burlington Mayor's Office Organizational Chart



CARINA DRISCOLL

20 Scarff Ave., Burlington, VT 05401
(802) 373-7435

Education: B.A. Political Science/Sociology, Cum Laude
Davidson Honors College, University of Montana, 1997
Presidential Scholar Medal Recipient

Experience:

Programs and Site Director November 2011 through May 2012
Burlington College

- Direct department faculty and curriculum development
- Coordinate with various college departments on marketing, recruiting and enrollment, financial aid, etc...

Founder/President/Director Sept 2007 to Present
Vermont Woodworking School (VWS)

- Found school of woodworking in Vermont to create learning opportunities for the next generation of craftsmen and women
- Develop, staff, market and fill educational programs for VWS beginning in September 2007, and for Burlington College beginning in August of 2009
- Write a business plan to inform the business strategy, and lead the following of that plan, manage books, secure financing and grants as needed
- Recruit and inspire faculty and staff to meet the needs as outlined by the mission
- Coordinate efforts with BC's Admissions department to recruit students for all programs from across the nation
- Foster and manage relationship with individual who purchased and invested \$1.2M in new 10,000 sq. foot facility plus 14 bedrooms of housing for VWS
- Lead the move of the school from a 5,000 square foot industrial park space to a 10,000 square foot historic barn with room for expansion
- Develop and maintain relationships with partnering organizations and membership organizations of the wood industry

Communications Director/Consultant Aug 2007 to Jul 2009

Vermont Businesses for Social Responsibility (VBSR)

- Work with Board and Staff Team to develop new look for VBSR
- Manage press releases, press events, review staff communications, prioritize and update web-site content, speak with media and arrange Executive Director appearances as needed
- Create and distribute monthly electronic newsletter highlighting activities of socially responsible member businesses; Disseminate to VBSR member businesses and friends of VBSR
- Manage creation of printed event and promotional materials

Consultant Client Group

August 2006 through Feb 2007

Fuse Marketing

- For the New Balance Account, coordinated and threw eight sneaker launch parties in major cities across the U.S. to happen in the same week; managed creation and distribution of launch kits for store managers, promotional items, and point of purchase displays
- For the Stowe Mountain Resort Account, coordinated the Student Ambassador program to increase visibility of Stowe student season's pass on area college campuses, threw movie premiere events, organized pass sales and literature campaigns.

Other Floating Executive Assistant Position, Burton Snowboards, 2004 - 2006
Experience: PR/Media Buying Consultant, Leadership Strategies, 2004 - 2009
Campaign Coordinator, Sanders for Congress, 2001 - 2004 (approx. 4 yrs., ½ time)
Resource and Referral Coordinator, Women's Small Business Program, 1999-2001
Task Force Coordinator, Burlington Skate Park Coalition, 1997 (approx. 4 months)
White House Intern, The White House, summer 1996

Political City Councilor, City of Burlington, 2003 - 2004
Experience: State Legislator, State of Vermont, 2000 - 2002
School Board Member, Burlington School District, 1998-1999

References: Andrea Cohen, Executive Director, VBSR, (802) 862-8347
Julie Jatlow, Director, Consulting Group, Fuse Marketing, (802) 864-7123
Meredith Martin David, General Manager, High Mowing Seeds, 802-472-6174